



*Embassy of the United States of America
New Delhi, India*

February 8, 2013

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-IN650-13-R-0002 for providing Packing and unpacking services to American Embassy, Library of Congress (LOC) office, American Center, New Delhi, India.

The Embassy of the United States of America invites you to submit a proposal for providing packing and shipping services to the United States Library of Congress, American Embassy, New Delhi, India. If you would like to submit a proposal, **please refer to Section 3 and READ carefully Solicitation Provisions on Page 47 in order to understand how to submit a proposal and submit it at newdelhibids@state.gov . Proposals not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.**

The Embassy intends to award the contract to the lowest priced, technically acceptable offeror, who is a responsible contractor (See Section 4 on Evaluation Factors). We intend to award a contract order based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The Embassy intends to conduct a pre-proposal conference at American Center Building, 24-Kasturba Gandhi Marg, New Delhi - 110001 on February 19, 2013 at 11.00 A.M., and all prospective offerors who have received a solicitation package are invited to attend. Interested parties must register the participants' names with Ms. Jaya Vedi by e-mail to vedij@state.gov by February 14, 2013. This information must be provided in advance in order to ensure access to the conference site and adequate seating for the conference attendees. Due to parking restrictions, participants are advised to arrive early, so that they can park their vehicles on their own and walk down to the designated meeting location specified above. No substitutes or additional persons may attend the conference and site visit. See Section 3 – "Addendum to Solicitation Provisions" (Pages 49) of the attached solicitation, for complete details.

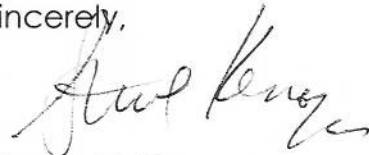
Please do not submit the entire copy of this solicitation with your proposal. For a proposal to be considered, you must complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Your proposal must be submitted at the e-mail address newdelhibids@state.gov by 5 P.M. on or before March 10 , 2013. No proposal will be accepted after this time. Proposals received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

Direct any questions regarding this solicitation to the undersigned by e-mail at kenoyersm@state.gov during regular business hours.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steve Kenoyer", written in a cursive style.

Steven M. Kenoyer
Contracting Officer

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER PR2271838		Page 1 of 2	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER SIN65013R0002	
						6. SOLICITATION ISSUE DATE 2/8/2013	
7. FOR SOLICITATION INFORMATION CALL		a. NAME Jaya Vedi				b. TELEPHONE NUMBER 24198000	
						8. OFFER DUE DATE/LOCAL TIME 3/10/2013 / 17:00	
9. ISSUED BY AMERICAN EMBASSY NEW DELHI 9000 NEW DELHI PL, ATTN: S/GSO WASHINGTON DC 20521-9000 UNITED STATES				CODE IN650		10. THIS ACQUISITION IS x UNRESTRICTED _ SET ASIDE: % FOR _ SMALL BUSINESS _ HUBZONE SMALL BUSINESS SMALL BUSINESS _ SERVICE-DISABLED VETERAN OWNED NAICS: SIZE STD:	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED x SEE SCHEDULE				12. DISCOUNT		13a. THIS CONTRACT IS A RATED ORDER	
						13b. RATING	
				14. METHOD OF SOLICITATION RFQ IFB x RFP			
15. DELIVER TO: AMERICAN EMBASSY NEW DELHI SHANTI PATH, CHANAKYAPURI, ATTN: LIBRARY OF CONGRESS NEW DELHI 110021 INDIA				Code		16. Administered by: AMERICAN EMBASSY NEW DELHI 9000 NEW DELHI PL, ATTN: S/GSO WASHINGTON 110021 UNITED STATES	
17a. CONTRACTOR/OFFEROR OVENDOR NOVENDOR				CODE 0		FACILITY CODE	
						18a. PAYMENT WILL BE MADE BY AMERICAN EMBASSY NEW DELHI SHANTI PATH, CHANAKYAPURI, ATTN: LIBRARY OF CONGRESS NEW DELHI 110021 INDIA	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED _ SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
		- SEE LINE ITEMS -				23. UNIT PRICE	
						24. AMOUNT	
		(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
X 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA X ARE _ ARE NOT ATTACHED.							
_ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA _ ARE _ ARE NOT ATTACHED.							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) :			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or Print)		31c. DATE SIGNED	

11. SCHEDULE

(Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	CONTRACTOR WILL PROVIDE PACKING AND UNPACKING OF CARTONS FOR LIBRARY OF CONGRESS OFFICE IN ACCORDANCE WITH ATTACHED SPECIFICATIONS, STATEMEMNT OF WORK AND FAR & DOSAR CLAUSES. Funding Information: Total: 0.00 ----- 0.00	12.00	MO	0.00	0.00